



# USCENSUSBUREAU

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## U.S. DEPARTMENT OF COMMERCE

### U.S Census Bureau

### Recruiting Bulletin

**ISSUE DATE: 06/24/2009**

Recruiting Bulletin No. **09-25-015**

**CLOSING DATE:** Open Until Filled

Chicago Regional Office

**POSITION: LEAD FIELD REPRESENTATIVE**

**SERIES, GRADE, SALARY: GS-0303-Grade 05**

**Starting Salary for GS-05 is 14.74-\$20.95PH**

**PROMOTION POTENTIAL: GS-05**

### **PERMANENT EXCEPTED SERVICE APPOINTMENT**

#### **WHO MAY APPLY(AREA OF CONSIDERATION): CURRENT PERMANENT SCHEDULE A CENSUS**

**BUREAU EMPLOYEES** located in the State of Indiana SIB 2537 within the counties of Benton, Carroll, Cass, Clinton, Fountain, Fulton, Howard, Jasper, Miami, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Wabash, Warren, and White.

**JOB LOCATION:** JOB IS LOCATED in the State of Indiana within the counties of Benton, Carroll, Cass, Clinton, Fountain, Fulton, Howard, Jasper, Miami, Montgomery, Newton, Pulaski, Tippecanoe, Tipton, Wabash, Warren, and White. Duty location is your home.

**DUTIES:** Performs field team leader duties and other activities under guidance by a higher level program supervisor, usually a Survey Statistician. Assists in recruiting and testing. Assists in conducting group training sessions, observations and reinterviews. Carries out regular and emergency interviewing assignments on the American Community Survey, manages or conducts non-response follow-up and serves as a source of advice and guidance to Field Representatives. Assists in recruiting and testing of applicants as needed. May assist in conducting data workshops.

The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

**WORK SCHEDULE: Mixed Tour Work Schedule. Under a Mixed Tour Work Schedule an employee may be changed between part-time, intermittent and full-time work schedules to accommodate fluctuating workloads and is subject to a signed agreement.** Based on the Regional Office workload, the number of hours scheduled per week could range up to 40 hours. Work is scheduled as needed, depending on survey workload. Must be available to work flexible hours to accommodate afternoon, evening and weekend work.

**QUALIFICATIONS:** Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**Grade-05: 1 Year Specialized Experience OR 4 Years of Education Above High School**

Specialized Experience is described as: One year of specialized experience equivalent to the grade 4 level in the Federal service which demonstrates the ability to: (1) gather, assemble, and edit data; (2) interview respondents to gather and obtain data; and (3) operate personal computers to create, edit, print and retrieve documents.

Education: Successful completion of four years of education in any field above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original

transcripts.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

**Grade-06: 1 year specialized experience**

Specialized Experience is described as: One year of specialized experience equivalent to the grade 5 level in the Federal service which demonstrates the ability to: (1) gather, organize, assemble, and edit data; (2) interview clients, respondents, and customers to gather and obtain data in person or by telephone; and (3) operate personal computers to create, edit, print and retrieve documents and generate reports.

**In addition, applicants must meet all time-in-grade requirements.** Time-in-grade requirements require that applicants have one year time-in-grade at the Grade 4 level before being eligible for promotion to the Grade 5 level; and one year time-in-grade at the Grade 5 level before being eligible for promotion to the Grade 6 level.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience.

**HOW TO APPLY:** Each applicant must submit an Optional Application of Federal Employment (OF-612) or a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for this position.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship (This job requires U.S. Citizenship)
- **Paid and non-paid work experience related to the position.** For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

All applications for this position must be mailed to the following address:

**Bureau of the Census  
1111 W. 22<sup>nd</sup> St., Suite 400  
Oak Brook, IL 60523  
ATTN: Kathy Yendrek**

**CONDITIONS OF EMPLOYMENT:**

- Must be willing to accept all assignments and work multiple surveys.
- Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**  
ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

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